

NARBOROUGH PARISH COUNCIL

**Minutes of the Annual Meeting held Wednesday, 10th May 2023 at 7.30pm in the in the Church Room,
All Saints Church, Main Road**

Present:	Chairman	Cllr D Williams (elected)
	Vice Chairman	Cllr H Pipe (elected)
	Councillors	Cllr P Bailey Cllr S Davey (from Item 8) Cllr P Wilkinson (also District Councillor)
	Parish Clerk	Mrs S Porter
	Member(s) of Public	0

1. Election of Chairman of the Council

The outgoing Chairman asked for nominations for Chairman of the Council.

Proposed – Cllr Wilkinson

Seconded – Cllr Pipe

That Cllr Williams is elected Chairman of Narborough Parish Council for the ensuing year.

All in favour

There being no other nominations, Cllr Williams was duly elected. Cllr Williams duly signed and dated his Declaration of Acceptance of Office and the Clerk countersigned it.

2. Election of Vice Chairman of the Council

The Chairman asked for nominations for Vice Chairman of the Council.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Bailey

That Cllr Pipe is elected Vice Chairman of Narborough Parish Council for the ensuing year.

All in favour

There being no other nominations, Cllr Pipe was duly elected. Cllr Pipe duly signed and dated her Declaration of Acceptance of Office and the Clerk countersigned it.

3. Apologies for absence

No apologies for absence had been received.

4. Declarations of interest (under the Breckland Code of Conduct) and requests for dispensation

Cllr Wilkinson declared a Personal Interest in Item 12, Planning Applications, as he was the Vice Chairman of the Breckland Council Planning Committee.

5. Approval of the minutes of the Council meeting

Proposed – Cllr Wilkinson

Seconded – Cllr Bailey

That the minutes of the Council Meeting held on Monday, 3rd April 2023 (items 1-13 [04/2023]) are approved and signed as a true and accurate record.

All in favour

The Chairman, Cllr Williams, duly signed and dated the minutes of the meeting.

Chairman Signed Dated

6. Review of Council Panels and Outside Body Representation

6.1. Council Panels and Internal Responsibilities

6.1.1. Defibrillator – currently Cllr Pipe

Cllr Pipe was duly reappointed as the Defibrillator representative.

6.1.2. Emergency Planning – currently Cllr Williams

Cllr Wilkinson was duly appointed as the Emergency Planning representative.

6.1.3. Facebook Page – currently Cllr Greeno

Cllrs Bailey, Pipe and Williams were duly appointed as the Facebook Page representatives.

The Clerk reported that she had emailed Mrs Greeno for the login information but no response had been received. One of the representatives would contact Mrs Greeno for the access details.

6.1.4. Finance Internal Controls – currently Cllr Pipe

Cllr Pipe was duly reappointed as the Finance Internal Controls representative.

6.1.5. Footpaths – vacant (was Cllr Reynolds)

This item was deferred to Item 8.

6.1.6. Highways – vacant (was Cllr Reynolds)

This item was deferred to Item 8.

6.1.7. Human Resources Liaison – vacant (was Cllr Davey)

This item was deferred to Item 8.

6.1.8. Human Resources Working Party – currently Cllrs Greeno, Pipe and Williams

Cllr Williams was duly reappointed and Cllrs Bailey and Wilkinson were also appointed onto the Human Resources Working Party.

6.1.9. Nar Valley News – currently Cllr Williams

Cllr Williams was duly reappointed as the Nar Valley News Council article writer.

6.1.10. Noticeboards – currently Cllr Wilkinson

Cllr Wilkinson was duly reappointed as the Noticeboards management representative. In his absence, Cllr Williams would deputise this position.

6.1.11. Planning Applications – currently Cllr Wilkinson (and was Cllr Davey)

It was agreed to remove this item from the list of responsibilities as all matters appertaining to Planning Applications were dealt with by the Full Council.

6.1.12. SAM2 Control and Data Collections – currently Cllr Wilkinson

Cllr Wilkinson was duly reappointed as the SAM2 Control and Data Collection representative.

6.2. Appointed Representatives to Outside Bodies

6.2.1. Community Centre – currently Cllr Wilkinson

It was agreed to remove representation from this body. Matters relating to the Community Centre would be dealt with by the Full Council.

6.2.2. Icen Partnership – currently Cllr Williams

Cllr Williams was duly reappointed as the Icen Partnership representative.

6.2.3. Parochial Church Council – currently vacant

Cllr Wilkinson was duly appointed as the Parochial Church Council representative.

6.2.4. Planning Appeals – currently Cllr Wilkinson

It was agreed to remove representation from this body. Matters relating to Planning Appeals would be dealt with by the Full Council.

6.2.5. Sports & Social Club – currently Cllr Williams

It was agreed to remove representation from this body. Matters relating to the Sports & Social Club would be dealt with by the Full Council.

6.2.6. Swaffham SNAP – currently Cllr Wilkinson

Cllr Wilkinson was duly reappointed as the Swaffham SNAP representative.

6.3. Internal Auditor

6.3.1. Currently Mrs S Nairn

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Pipe

That Mrs Susan Nairn is reappointed as the Council’s Internal Auditor for the ensuing year.

All in favour

The Clerk would update the website with the revised Councillor responsibilities and inform Mrs Nairn of the continuing Internal Audit contract.

7. Review of Council Policies and Procedures (circulated with agenda and available to view on the website)

7.1. Standing Orders

The Chairman, Cllr Williams, enquired about coronavirus being a part of the Standing Orders. The Clerk confirmed that The Coronavirus Act 2020 had formed part of the Central Government’s Standing Orders but would investigate whether the regulations should form part of Local Councils’ Standing Orders.

7.2. Financial Regulations

7.3. Business Continuity Plan

7.4. Complaints Procedure Policy

7.5. Data Protection Policy

7.6. Disciplinary Policy

7.7. Employee Pension Policy

7.8. Equal Opportunities Policy

7.9. Financial Control Policy

The Vice Chairman, Cllr Pipe, would review the Financial Control policy to ensure she was familiar with it.

7.10. Financial Reserves Policy

7.11. Freedom of Information and Model Publication Scheme

7.12. GDPR Privacy Notice

7.13. Grievance Policy

7.14. Health and Safety Policy

7.15. Internal Control Policy

7.16. Litter Picking Strategy

It was noted that a man had been killed on the A11 whilst litter picking. Cllr Wilkinson would review the Litter Picking Strategy to ensure it was up to date.

7.17. Powers & Duties, LGA 1672

7.18. Press and Social Media Policy

7.19. Retention of Documents Policy

The Clerk would circulate the Retention of Records to all Councillors. Items not required to held in the archives could then be sent to the Norfolk Records Office.

Chairman Signed Dated

- 7.20. S137 Grant Award Policy**
- 7.21. Safeguarding Policy**
- 7.22. Training Policy**
- 7.23. Website Accessibility Statement**
- 7.24. Whistleblowing Policy**

Councillors agreed to review the Council policies en bloc (Items 7.1 – 7.24). All policies were reviewed with no amendments required.

The Chairman, Cllr Williams, noted that there was no policy for handling persistent complainants. The Clerk would produce a policy and place this on the next agenda for approval.

7.25. Code of Conduct – reminder

Councillors were reminded of their obligations in regards to the Code of Conduct they had signed up for.

7.26. Register of Members Disclosable Interests (register maintained under section 81(1) of the Local Government Act 2000) – to be updated if necessary

The Clerk reminded Councillors to submit their Registers of Interests to the Clerk within 28 days of the meeting.

7.27. Gifts and Hospitality Schedule – reminder

Councillors were reminded of their obligations in regards to receiving gifts and hospitality, which needed to be recorded for transparency purposes.

7.28. To review the current contracts and service providers

The existing contracts had been reviewed by the Clerk and circulated with the agenda.

The Chairman, Cllr Williams, noted that Mr Ian Hindle had been appointed the contract for village equipment repairs and other ad hoc duties as approved by the Council. The Chairman, Cllr Williams, would forward the Clerk a standard template contract for signing by Mr Hindle.

7.29. To review the current Direct Debits and Standing Orders

The existing direct debit and standing order payments had been reviewed by the Clerk and circulated with the agenda.

Councillors agreed to Items 7.25 – 7.29.

Proposed – Cllr Bailey

Seconded – Cllr Wilkinson

That the policies and procedures of the Council as detailed in Item 7 above are approved.

All in favour

The Clerk would update with the website with the revised Council policies and procedures.

8. Co-option of applicant(s) for the position of Councillor

Mr Steven Davey had verbally submitted his interest for the position of Councillor.

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Pipe

That Mr Steven Davey is co-opted as Parish Councillor to Narborough Parish Council.

All in favour

In the presence of the Council and in accordance with legislation of the Local Government Act 1972, Section 83, Mr Davey duly signed his Declaration of Acceptance of Office.

Chairman Signed Dated

8.1. Dispensation

In order to participate and vote on matters at this meeting and under the provisions of the Localism Act 2011, Sections 31-33, Cllr Davey duly signed his Dispensation Request and this was put to the Council.

Proposed – Chairman, Cllr Williams

Seconded – Vice Chairman, Cllr Pipe

That Cllr Davey is granted a dispensation until the end of his term in May 2027, or resignation, whichever is the sooner, to enable him to take part in Council business where this would otherwise be prohibited because he has a Disclosable Pecuniary Interest.

All in favour

Cllr Davey agreed to take on the following responsibilities (deferred earlier in the meeting):

Footpaths – vacant (was Cllr Reynolds)

Cllr Davey agreed to be appointed in the interim as the Footpaths representative, until further Councillors had been co-opted and this responsibility could then be transferred.

Highways – vacant (was Cllr Reynolds)

Cllr Davey agreed to be appointed in the interim as the Highways representative, until further Councillors had been co-opted and this responsibility could then be transferred.

Human Resources Liaison – vacant (was Cllr Davey)

Cllr Davey was duly appointed as the Human Resources Liaison representative.

PUBLIC OPEN FORUM

The Chairman, Cllr Williams, adjourned the meeting at 8.17pm.

County Cllr

Cllr Wilkinson reported that Cllr William Nunn, a former Breckland District Council Leader and former County Councillor, had been elected County Cllr at a recent by-election following Cllr Ed Colman's resignation. Cllr Wilkinson noted that it was unlikely Cllr Nunn would be attending many meetings of this Council due to his place of residence being quite some distance away.

District Cllr Peter Wilkinson

Chairman of the Council

District Cllr Wilkinson reported that following his recent successful election, he would be appointed Chairman of Breckland District Council on Thursday, 18th May 2023.

The Council congratulated him on this appointment and wished him every success for the coming year.

Public Participation

There were no members of public present at the meeting.

The Chairman, Cllr Williams, resumed the meeting at 8.22pm.

9. Chairman's Announcements on current Council business

9.1. War Memorial insurance claim

Cllr Wilkinson reported that the Consortium Group, claims handler working on behalf of Admiral, had confirmed its agreement to a full and final settlement in the sum of £4,000.00, in accordance with the estimate received from A1 Facilities & Works Services, on the understanding that the fence owned by Cheveley Park Farm would be included in the repair.

They had since confirmed that the payment could only be made to the legal owner of the property and not the contractor. The payment had been processed on 13th April 2023 and would take up to 15 working days to be received by the Council.

Chairman Signed Dated

Once it had been received, the Clerk would immediately reimburse the contractor.

9.2. Emergency Plan update

Cllr Wilkinson would liaise with the Breckland District Council officer regarding the Emergency Plan.

9.3. LED conversion of the street lights and backplates fitted by Westcotec

Cllr Wilkinson reported that the resident of Bramble House had contacted him to advise that the backplate had still not been fitted by Westcotec. He had also investigated the lamp outside Norman House and this too did not appear to have been done, although Westcotec had confirmed that both had been fitted.

The Clerk would contact Westcotec to enquire when the LED street light conversion would finally be completed and investigate whether the backplates had been fitted.

9.4. S106 traffic calming measures on new development in Chalk Lane

Cllr Wilkinson reported that Mr J Griffiths, Highways Engineer, had confirmed that the village would be entitled to receive a speed camera as a S106 traffic calming contribution, but no further consents for other forms of traffic calming would be authorised for Chalk Lane.

It was agreed for the Clerk to arrange a site meeting for Cllr Wilkinson and/or the Chairman, Cllr Williams, and Vice Chairman, Cllr Pipe, to meet with Mr Griffiths and discuss these matters.

10. Finance report

10.1. Financial report

The Clerk had circulated the bank reconciliation, period ending April 2023, current bank account statements and finance summary with the agenda. The bank balances were as follows:

April 2023

Bank Reconciliation	Community Account	Business Account
Bank Statement Start Balances	<u>1,264.19</u>	<u>18,214.12</u>
Total Opening Bank Balances		<u>19,478.31</u>
Unpresented Payments B/F	-	-
Unpresented Receipts B/F	-	-
Opening Balances	<u>1,264.19</u>	<u>18,214.12</u>
Total Opening Balances		<u>19,478.31</u>
Receipts	2,000.00	10,000.00
Payments	- 803.38	- 2,000.00
Bank Statement Close Balances	<u>2,460.81</u>	<u>26,214.12</u>
Total Closing Bank Balances		<u>28,674.93</u>
Unpresented Payments	-	-
Unpresented Receipts	-	-
Closing Balances	<u>2,460.81</u>	<u>26,214.12</u>
Total Closing Balances		<u>28,674.93</u>

Earmarked Funds	
Operating Costs (6 Months)	10,000.00
Election	1,500.00
Asset Renewals	934.11
Tree Works (Year 2)	500.00
New Cemetery (Year 2)	1,000.00
S106	2,375.00
Asset Maintenance	500.00
S137 Grants & Donations	370.00
Street Lights Conversion	2,590.00
Total Earmarked Reserves	<u>19,769.11</u>

Reconciliation Community Account	
Bank Statement 01.04.2023	<u>1,264.19</u>
Receipts	2,000.00
Payments Cleared	- 803.38
Bank Statement 30.04.2023	<u>2,460.81</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>2,460.81</u>

General Reserves
 General Reserves
 Specific Reserves
 General Reserves
 General Reserves
 Specific Reserves
 General Reserves
 Specific Reserves
 Specific Reserves

Reconciliation Business Account	
Bank Statement 01.04.2023	<u>18,214.12</u>
Receipts	10,000.00
Payments Cleared	- 2,000.00
Bank Statement 30.04.2023	<u>26,214.12</u>
Unpresented Payments	-
Unpresented Receipts	-
Closing Balance	<u>26,214.12</u>
Total Closing Balances	<u>28,674.93</u>

Total Closing Balances	<u>28,674.93</u>		
Total Earmarked Reserves	<u>19,769.11</u>	Remaining Available Precept	<u>8,905.82</u>

Chairman Signed Dated

10.2. Annual insurance renewal

The Clerk had circulated details of the annual insurance renewal premium with Zurich due 1st June 2023 with the agenda. The premium due was £866.36 (2022/2023 premium was £763.31 – LTA expires 2025).

Proposed – Chairman, Cllr Williams

Seconded – Cllr Davey

That the Council approves the annual insurance renewal with Zurich due 1st June 2023 at a premium of £866.36.

All in favour

10.3. Approval of pre-authorised payments, receipts and pending disbursements

The Clerk had circulated the payments and receipts made since the last meeting and presented the late bills to the meeting:

Date	Payee	Description	Transaction	Net £	VAT £	Gross £	Receipt £
05.04.2023	Anglia Computer Solutions	Microsoft 365 Rent Mar	DD	9.40	1.88	11.28	0.00
11.04.2023	Westcotec	Street Light Maint Mar	DD	54.33	10.87	65.20	0.00
11.04.2023	Parochial Church Council	Room Hire 03.04.2023	SO	14.00	0.00	14.00	0.00
11.04.2023	Breckland District Council	50% Precept	BACS	0.00	0.00	0.00	10,000.00
17.04.2023	Mr I Hindle	Noticeboards repair	BACS	500.00	0.00	500.00	0.00
19.04.2023	Npower	Street Lighting Power Mar	DD	193.26	9.66	202.92	0.00
05.05.2023	HMRC	VAT Repayment 2022/23		0.00	0.00	0.00	2,579.15
09.05.2023	Anglia Computer Solutions	Microsoft 365 Rent Apr	DD	9.40	1.88	11.28	0.00
09.05.2023	Westcotec	Street Light Maint Apr	DD	54.33	10.87	65.20	0.00
10.05.2023	Parochial Church Council	Room Hire 10.05.2023	SO	14.00	0.00	14.00	0.00
To be paid	Cllr P Wilkinson	Travel SNAP Meeting	BACS	10.00	0.00	10.00	0.00
To be paid	Porter (Workshop Aberfeldy)	Queen's Canopy Plaque	BACS	38.32	7.67	45.99	0.00
To be paid	Norfolk ALC	Annual subscription	BACS	360.12	0.00	360.12	0.00
To be paid	CGM	Grounds Maint Church Apr	BACS	491.00	98.20	589.20	0.00
To be paid	Clerk	Salary Apr	BACS	511.32	0.00	511.32	0.00
To be paid	Clerk	Clerk Expenses Apr	BACS	35.20	0.00	35.20	0.00
To be paid	HMRC	PAYE/NI Contributions Apr	BACS	127.80	0.00	127.80	0.00
To be paid	Zurich Insurance	Annual Insurance	BACS	866.36	0.00	866.36	0.00
Totals				3,288.84	141.03	3,429.87	12,579.15

Cllr Wilkinson declared a Pecuniary Interest in this item as one payment related to a direct imbursement to him.

Proposed – Cllr Bailey

Seconded – Vice Chairman, Cllr Pipe

That the payment of bills are approved in accordance with the above schedule and the receipts are noted.

For – 4

Against – 0

Abstentions – 1 (Declared Interest)

11. Reports from Councillors (as listed on agenda) regarding issues and community matters (circulated with agenda if applicable)

11.1. Litter poster signage – Cllr Wilkinson

Cllr Wilkinson reported that a resident had contacted him to enquire why dog fouling posters had been displayed in the village but not litter ones.

It was agreed for the Clerk to forward the Chairman, Cllr Williams, copies of the litter posters that had previously been exhibited around the village, in order that these could be laminated and displayed.

Chairman Signed Dated

11.2. Moto Cross track – Cllr Davey

Cllr Davey reported that trail bikes were being ridden on land at the rear of the old FDX site, with subsequent ramps and other equipment being placed on the site, together with portaloos, a catering van and lots of spectators. In light of this, the noise and disturbance for nearby residents had increased significantly and some people felt very intimidated by it all.

Cllr Davey had recently contacted the Planning Department at Breckland District Council regarding this matter and the officer had advised they were unaware of this activity taking place and did confirm that the matter would be investigated and an enforcement notice issued if need be.

Cllr Wilkinson confirmed that he would follow this up with the Planning Officers.

Cllr Bailey raised concern that Ash Tree Barns, a wedding venue, was close to this land and the noise might not be good for their business. This was noted.

It was agreed to keep this item on the agenda for successive updates.

11.3. Relocation of one noticeboard – Cllr Wilkinson

Cllr Wilkinson reported that the noticeboard currently situated halfway down Dennys Walk would be better placed by the Eastbound bus shelter, 10 metres from the road and behind the white fencing. Cllr Wilkinson had contacted Mr J Griffiths, Highways Engineer, regarding this proposal and he had confirmed that it would be acceptable.

A short discussion took place and Councillors felt that the noticeboard might be vandalised if it was placed by the bus shelter. However, it was agreed to trial this area and if it was not damaged, to retain it there on a permanent basis.

Proposed – Vice Chairman, Cllr Pipe

Seconded – Cllr Bailey

That the noticeboard currently sited in Dennys Walk is relocated next to the Eastbound bus shelter.

All in favour

12. Planning Applications and Decisions

The Chairman, Cllr Wilkinson, had declared a Personal Interest in this item.

12.1. Planning applications received from Breckland District Council

No planning applications had been received from Breckland District Council.

12.2. Planning decisions completed by Breckland District Council

12.2.1. 3PL/2023/0347/HOU – 2 Westfields – Single storey, pitched roof extension to the front of the property, in brick and tile to match existing
Approved.

12.3. Late Planning applications and notices of decision

No late planning applications or notices of decision had been received from Breckland District Council.

12.4. Other planning matters / enforcements / appeals and other notifications (for information only)

There were no other planning matters to be considered at this meeting.

13. Correspondence

13.1. For action/information

There was no correspondence for action or information.

13.2. Late correspondence

Oak tree

Cllr Wilkinson reported that the oak tree purchased by the Council last year, which had been planted at the Community Centre, had not survived, despite attempts to revive it.

The Vice Chairman, Cllr Pipe, confirmed that a resident had donated an oak tree to her last year and this was thriving. Councillors agreed for her to continue caring for the tree until October 2023, when it could then be planted at the Community Centre.

The Chairman, Cllr Williams, agreed to place logs around the tree once it had been planted.

Council computer

The Vice Chairman, Cllr Pipe, reported that the Community Centre Chairman, Mr J Reynolds, had removed the Council computer from the Committee Room and given it to her for storing. Councillors agreed that although it was very old, it might still be useful for a charity.

Proposed – Chairman, Cllr Williams

Seconded – Cllr Wilkinson

That the Council computer is donated to a local charity.

All in favour

The Chairman, Cllr Williams, agreed to collect the computer from the Vice Chairman, Cllr Pipe, and take it to a worthwhile charity.

14. Highways and transport matters

There was nothing to report to the meeting.

15. Date and time of the next meeting

15.1. Date and time of the next meeting

The next meeting of the Council was scheduled to take place on Monday, 5th June 2023 at 7.30pm, in the Church Room, All Saints Church.

16. Exclusion of Press and Public (Public Bodies (Admission to meetings) Act 1960 S1)

There were no confidential matters to be considered at the meeting.

The Chairman thanked everyone for attending and closed the meeting at 9.02pm.